



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-BP

8 January 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel
Award Recommendations

1. References:

a. DoD 1348.33-M, DoD Manual of Military Decorations and Awards, September 1996, Incorporating Change 1, 18 Sep 06 (http://www.dtic.mil/whs/directives/corres/pdf/134833m_0996/p134833m.pdf).

b. TRADOC Supplement 1, 6 Dec 99, to AR 600-8-22, Military Awards (<http://www.tradoc.army.mil/tpubs/suppl/s600-8-22.htm>).

c. AR 600-8-22, Military Awards, 11 Dec 06, effective 11 Jan 07 (<http://www.apd.army.mil/pdf/r600-8-22.pdf>).

d. U.S. Army Human Resources Command (USAHRC), Personnel Service Support Division, Military Awards Branch (MAB) web site (<https://www.hrc.army.mil/site/active/TAGD/awards/index.htm#.html>).

2. This memorandum provides policy, guidance, and information on the processing of award recommendations for Foreign Military Personnel assigned or attached to the United States Army Training and Doctrine Command (TRADOC).

3. Policy.

a. In accordance with reference 1a, paragraph 1-38, the Commanding General (CG), TRADOC is the approval authority, **with no further delegation authorized**, for award recommendations for Foreign Military Personnel assigned or attached to TRADOC for the following awards:

(1) The Meritorious Service Medal (MSM).

(2) The Army Commendation Medal (ACM).

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(3) The Army Achievement Medal (AAM).

b. Higher level awards require endorsement by CG, TRADOC prior to forwarding to the USAHRC MAB for processing and approval by the Secretary of Defense and the Secretary of the Army.

c. Award recommendations must be submitted on DA Form 638, Award Recommendation, Apr 06 version. All other versions will be returned without action.

d. Lead time for submitting award recommendations for Foreign Military Personnel to the TRADOC Military Awards Section is 150 days prior to the desired presentation date.

e. Foreign Military Personnel award recommendations must include a biography (giving full name, rank, complete date, and place of birth, present resume, and previous U.S. decorations) and statements of concurrence obtained from both the U.S. Ambassador and the U.S. Defense Attaché (USDAO) from the proposed awardee's parent country.

f. Concurrences from the U.S. Ambassador and USDAO from the proposed awardee's parent country, the Defense Intelligence Agency (DIA), and the U.S. Army Central Personnel Security Clearance Facility (CCF) are required before forwarding any award recommendation to the TRADOC CG for decision.

4. Key Issues.

a. Reference 1a, chapter 8, provides policy, guidance, and approval authority.

b. Reference 1c, paragraph 1-38, expands the criteria and provides detailed policy and guidance for submission of award recommendations for Foreign Military Personnel. Revised AR 600-8-22 supersedes AR 672-7(C), Armed Forces Decorations for Military Personnel, dated 1 May 85.

c. Do not inform Foreign Military Personnel that they have been recommended for an award.

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d. A proposed presentation date is required on DA Form 638. However, do not schedule ceremonies or initiate invitations prior to award approval.

e. Ensure all required documentation and concurrences are included with award recommendation before forwarding through command channels to HQ TRADOC for further processing and final decision by TRADOC Approval Authority.

f. A nonconcurrence from any of the agencies (USDAO, DIA, or CCF) is a disapproval of the proposed award.

g. If an award is not approved prior to the proposed presentation date, the recommender should consider an alternative means of recognition such as a Certificate of Achievement, plaque, etc.

5. Responsibilities for obtaining concurrences.

a. The office/recommender initiating and/or submitting the award recommendation is responsible for obtaining both the U.S. Ambassador and the USDAO concurrences from the proposed awardee's parent country and ensuring the additional information required, as stated in paragraph 3e above, is included prior to submitting the award recommendation to the TRADOC Military Awards Section. A concurrence from the proposed awardee's parent Embassy in Washington, D.C., is not acceptable. The USDAO concurrence must come from the USDAO from the proposed awardee's parent country.

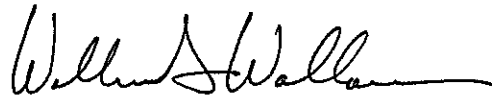
b. Upon receipt of a Foreign Military Personnel award recommendation, the TRADOC Military Awards Section will ensure the recommendation includes all required documentation. Headquarters, TRADOC AG Awards Section will then initiate, track, and obtain concurrences from the DIA and CCF. Offices/recommenders should not initiate the concurrence requests to DIA and/or CCF.

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6. Points of contact are Mrs. Mary Kirts or Mrs. Sherry Bowen,
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7. This policy is effective for 2 years from published date.



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